

# PROFESSIONAL SKILLS PROGRAM

## Fall Schedule

### Computer Courses

### August — December 2013



ONE - AND TWO - DAY WORKSHOPS  
DESIGNED FOR ADULT LEARNERS

PRESENTED BY

STATE OF NORTH CAROLINA, OFFICE OF STATE PERSONNEL  
Human Resource Development Division  
*and*

WAKE TECHNICAL COMMUNITY COLLEGE  
Continuing Education Division

**CERTI**PORT®  
AUTHORIZED TESTING CENTER

(919) 733-8338  
<http://www.osp.state.nc.us/train.htm>



## Courses-at-a-Glance

Courses	August	September	October	November	December
Access 2010, Level 1	27		1		
Access 2010, Level 2		3	8		
Access 2010, Level 3			10/29 & 11/5		
Access 2010, Level 4					5 & 12
Acrobat X (10) Professional, Level 1			30		
Acrobat X (10) Professional, Level 2				13	
Advanced Cascading Style Sheets					12
Computer-Based Business Writing for the Professional				15	
Computer-Based Grammar for the Professional			22 & 29		
Dreamweaver CS6, Level 1			24 & 31		
Dreamweaver CS6, Level 2				7 & 14	
Dreamweaver CS6, Level 3				11/21 & 12/5	
Excel 2010, Level 1	19	19	7		2
Excel 2010, Level 2	26	26	21		11
Excel 2010, Level 3				12 & 19	
Excel 2010, Level 4					3 & 10
VBA Programming in Excel					16
File Management	23	19		5	2
Flash CS6, Level 1			9 & 16		
Grant Writing			2		
Illustrator CS6, Level 1					6 & 13
InDesign CS6, Level 1			21 & 28		
InDesign CS6, Level 2				4 & 18	
JavaScript for the Non-Programmer	19 & 26				
MySQL, Level 1				12 & 19	
MySQL, Level 2					3 & 10
Notary	19	9, 30	21	4, 18	
PhotoShop CS6, Level 1			18 & 25		
PhotoShop CS6, Level 2				1 & 8	

## Courses-at-a-Glance

Courses	August	September	October	November	December
Planning a Web Site		13			
PowerPoint 2010, Level 1	30				
PowerPoint 2010, Level 2		6			
Project 2010, Level 1				15	
Project 2010, Level 2				22	
Publisher 2010, Level 1			22		
Quickbooks Level 1		10			
Quickbooks Level 2		17			
Visio 2010 Professional, Level 1		9			
Visio 2010 Professional, Level 2		16			
Web Writing & Search Engine Optimization				1 & 8	
Word 2010, Level 1		27			
Word 2010, Level 2			11		
Word 2010, Level 3			18		
Word 2010, Level 4			28		
Writing Effective Email		20			
XHTML, Level 1		10 & 17			
XHTML, Level 2		9/24 & 10/1			
XHTML, Level 3			8 & 15		



**Let us be the key  
to your success!**

## General Guidelines

For more information about our courses, visit us online at <http://www.osp.state.nc.us/train.htm> or call us at (919) 733-8338.

The Professional Skills Program is a partnership between Wake Technical Community College and the Office of State Personnel/Human Resource Development that was formed 25 years ago. The Professional Skills Program is a receipts-based program offering computer and related technology skills training to any state employee, businesses and citizen that desire training. Fees collected by this program are used to manage the state facility, labs, instructor salaries, and administrative functions. Wake Tech instructors teach one- and two-day short courses as well as on-line courses on the most current software programs.



### Teacher Certificate Renewal Credit - CEUs



The Continuing Education Units provided by the Professional Skills Program one- & two-day computer workshops, as well as the longer Continuing Education courses, may be applicable toward North Carolina teachers' license renewal. The requirements for renewal credit are determined by the N. C. Department of Public Instruction. Please contact the N. C. Department of Public Instruction to find out how to turn in our courses for teacher renewal credit.

For more information, visit the Department of Public Instruction web site at:

<http://www.ncpublicschools.org/licensure/update/>

### Need a Transcript of Your Continuing Education Units (CEUs)?

The Office of the Registrar at Wake Technical Community College provides transcripts, at no charge and official transcripts for five dollars each, to Wake Tech students and graduates. You may download a Request for Transcript Form from Wake Tech's web site (<http://registration.curred.waketech.edu/transcripts.php>) and mail it to the **Office of the Registrar, Wake Technical Community College, 9101 Fayetteville Road, Raleigh, NC 27603**. One copy of your transcript will be mailed to you on the next business day. You may also request a transcript in person by completing the Request for Transcript Form at the Office of the Registrar on the college's Main Campus.

### Top Ten Reasons for Getting Your Computer Training

10. Parking and Textbooks are included in your registration fee!
9. Small building – you can't get lost in it
8. One person per computer – no doubling up
7. Friendly staff



### at the State Personnel Development Center

6. Krispy Kreme is just down the street!
5. Located centrally in downtown area
4. Lowest training fees in Raleigh
3. Fresh brewed coffee costs \$1
2. Qualified instructors who love to teach!
1. Your learning is our #1 priority!



# General Guidelines

## Registration Procedures

**State Employees:** If your department is sponsoring your enrollment in a course conducted at the State Personnel Development Center, contact your interdepartmental training coordinator for “in-house” registration procedures. To find a list of agency training coordinators, please visit:  
<http://www.osp.state.nc.us/HRD/traincat/pspitc.html>

**All Others:** Please call 733-8338 to find out seat availability in our Continuing Education classes or fill out a registration form and mail it to Professional Skills Program, OSP-HRD, 101 West Peace Street, 1333 Mail Service Center, Raleigh, NC 27699-1333.

1. **Registration.** Only training coordinators may register state employees for classes, unless the employees pay out of pocket.
2. **Payment Options.** Payment is requested at the time of registration. With proper authorizations, departments may be invoiced.
  - **Checks.** Make checks payable to “The Office of State Personnel,” or “OSP” for short.
  - **Invoice.** Complete each registration form with proper authorizations, budget code and purchase order number. This is valid for local, state and federal government agencies only, unless an agreement is reached otherwise.
3. **Confirmations.** Departments/participants will be notified **ONLY** if there is a problem with the registration request. Please retain a copy of your completed registration information.
4. **Course prerequisites are required.** Students may meet prerequisites by: a) Successful completion of the courses required; b) Working knowledge of the concepts; or c) Consent of the instructor. Any student who has not completed the prerequisites may be asked to withdraw from the class. Registration and textbook fees will NOT be refunded.
5. **Parking.** Students are required to display a parking pass on vehicles parked at SPDC Monday through Friday between the hours of 8 a.m. and 5 p.m. Students can pick up a pass from the receptionist. The pass is free. No pass is required after 5 p.m. and all day Saturday. Plan to arrive early enough to park, get a pass and get to class. If students arrive later than one-half hour after the class start time, they will not be allowed to enter the classroom. Tuition will not be waived for a missed class.
6. **Certificates of Completion.** You must attend the entire class to be eligible to receive a certificate of completion. If you arrive late or leave early, you have not been in the class for the full learning experience. Therefore, you are not considered as completing the class. Most classes are from 8:30 - 4:30 with the exception of our 1/2 day classes and Notary, which is 9:00 - 4:30. Please be aware of the times of your particular class. Be on time and plan your day accordingly, or you may not be eligible to enter when you arrive late.

## Substitution/Refund Policies

You may cancel your registration up to 10 business days before the course begins, and your registration fee will be refunded less a \$15 administrative fee. Your registration must be cancelled in writing by your training coordinator, and must reach us by the deadline for cancellation in order to be considered valid. If you need to cancel less than 10 business days prior to the course start date, you or your training coordinator may send a substitute.

## Short Courses (1- & 2-Day Workshops)

### Computer Technology: The Solution Series

Spend one or two days learning popular computer software programs; such as Microsoft Windows operating system, Microsoft Office suite and Adobe creative suite. These hands-on courses teach software skills in simple-language lessons. Your instructor will start with easy-to-understand lesson objectives, and then walk you through each concept step by step.

#### Foundation Courses

##### File Management (half-day class)

This half-day workshop focuses on the file management features of your Windows operating system. Topics include creating, editing, saving, printing, copying, moving, renaming, deleting and restoring files and folders. When you leave this workshop, you should be able to organize your electronic files. Basic familiarity with Windows would be helpful.

**This course is \$69.00.**

**Prerequisite: None**

**Materials Included.**

**Supplies: Please bring a 2 Gig USB drive**

Fri 8:30a - 12:00n 8/23  
Course#: 109434

Thu 8:30a - 12:00n 9/19  
Course#: 109360

Tue 8:30a - 12:00n 11/5  
Course#: 109435

Mon 8:30a - 12:00n 12/2  
Course#: 109436



#### Office Skills Courses

##### Access 2010, Level 1

Develop new database skills while you get acquainted with Microsoft Access 2010. This hands-on course presents concise, step-by-step instructions on all the basic features of this powerful database application.

**This course is \$125.00.**

**Prerequisite: Windows, Level 1 or File Management**

**Textbook Included.**

**Supplies: Please bring a 2 Gig USB drive.**

Tue 8:30a - 4:30p 8/27  
Course#: 109325

Tue 8:30a - 4:30p 10/1  
Course#: 109326

##### Access 2010, Level 2

This course is designed for those who will develop or maintain the structure of an Access database. Students identify concepts for related tables and learn techniques for normalizing tables. Examine and set one-to-many, one-to-one and many-to-many relationships. Advanced field properties and lookup fields are also explored.

**This course is \$125.00.**

**Prerequisite: Access, Level 1**

**Please bring your textbook back from Level 1.**

**Supplies: Please bring a 2 Gig USB drive.**

Tue 8:30a - 4:30p 9/3  
Course#: 109328

Tue 8:30a - 4:30p 10/8  
Course#: 109329

## Short Courses (1- & 2-Day Workshops)

### Access 2010, Level 3

This two-day course includes building complex queries, forms and reports. Explore join types and work with outer joins and subqueries. Create calculated fields and totals in queries. Custom design forms and reports from the ground up by adding controls, changing grouping options and exploring other design features. Create charts and pivot tables.

**This course is \$250.00.**

**Prerequisite:** Access, Level 2

**Textbook Included.**

**Supplies:** Please bring a 2 Gig USB drive.

Tue 8:30a - 4:30p 10/29

Tue 8:30a - 4:30p 11/5

Course#: 109330 (2-day course)

### Access 2010, Level 4

The fourth level course in the Access 2010 series takes students further in developing design skills with queries, macros and forms. Students receive an introduction to SQL by creating queries in SQL view. Other query topics include parameter queries to prompt for criteria and action queries to perform mass updates to data easily. How to make forms user-friendly and error-proof with macros is another topic. Students will customize the Access interface and navigation options, and create a basic switchboard to assist user navigation. Discover how to integrate Access data with other applications.

**This course is \$250.00.**

**Prerequisite:** Access, Level 3

**Textbook Included.**

**Supplies:** Please bring a 2 Gig USB drive.

Thu 8:30a - 4:30p 12/5

Thu 8:30a - 4:30p 12/12

Course#: 109408 (2-day course)

### Acrobat X (10) Professional, Level 1

This course will cover the skills needed to navigate through PDFs, create PDFs from different applications, and edit PDF documents. You will learn how to create bookmarks and links and how to review a document with comment and mark up tools, as well as learning about additional document review options. Students taking this course should be comfortable using Microsoft Windows.

**This course is \$125.00.**

**Prerequisite:** Windows, Level 1 or File Management

**Textbook Included.**

**Supplies:** Please bring a 2 Gig USB drive.

Wed 8:30a - 4:30p 10/30

Course#: 109337

### Acrobat X (10) Professional, Level 2

Review the basic concepts of Acrobat and then proceed to document security, where you will learn about password protection, digital signatures, and making certified PDFs. You will also learn about redaction and how to prepare files for digital output and create forms.

**This course is \$125.00.**

**Prerequisite:** Acrobat, Level 1

**Please bring your textbook back from Level 1.**

**Supplies:** Please bring a 2 Gig USB drive.

Wed 8:30a - 4:30p 11/13

Course#: 109341



# Unlock your computer's potential

## Short Courses (1- & 2-Day Workshops)

### Advanced Cascading Style Sheets (CSS)

CSS provides web designers with a way to separate formatting instructions from the structural elements of their web pages. Review the basic styles taught in XHTML Level 3 and/or Dreamweaver classes. Discuss Document Hierarchy and Specialized Selectors. Then get into Page Layout (floated vs. Absolute Placement, Liquid Layout, and Fixed Layout), styling tables & forms, creating navigation and transparency.

**This course is \$125.00.**

**Prerequisite:** XHTML Level 3

**Materials Included.**

**Supplies:** Please bring a 2 Gig USB drive.

Thu 8:30a - 4:30p 12/12  
Course#: 109356

### Dreamweaver CS6, Level 1

Become familiar with the Dreamweaver interface and learn to customize it to your personal workflow. Learn the basics of HTML and CSS. Use pre-existing layouts to learn how to modify a page to suit your specific needs with text, images, and links. Get familiar with the CSS tools within Dreamweaver to see how easy styles can be, and learn the basics of file transfer protocol (FTP) to put your pages on a web server.

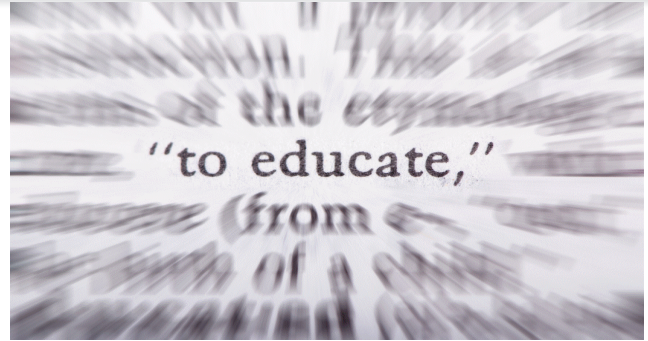
**This course is \$250.00.**

**Prerequisite:** Windows, Level 1 or File Management

**Textbook Included.**

**Supplies:** Please bring a 2 Gig USB drive.

Thu 8:30a - 4:30p 10/24  
Thu 8:30a - 4:30p 10/31  
Course#: 109357 (2-day course)



### Dreamweaver CS6, Level 2

Creating consistency in your website is simpler with templates. Learn how to set up, use, edit, and update templates, library items, and server side includes. Focus on text objects and add tables to your site. Learn more about updating, editing, and saving images. Work with site navigation and start adding interactivity in the form of Behaviors (JavaScript) and Accordion Widget (Spry Widgets).

**This course is \$250.00.**

**Prerequisite:** Dreamweaver, Level 1

**Please bring your textbook back from Level 1.**

**Supplies:** Please bring a 2 Gig USB drive.

Thu 8:30a - 4:30p 11/7  
Thu 8:30a - 4:30p 11/14  
Course#: 109358 (2-day course)

### Dreamweaver CS6, Level 3

Complete your Basic Dreamweaver courses by learning about Web animation and videos. Learn about the tools available for creating and handling forms. Work with online data in the form of HTML and/or XML datasets (Spry data tables). Work with the Extension Manager to find and use Dreamweaver widgets. Set up a local testing server and get a preview of working with a database application (MySQL) and Building Dynamic pages (PHP). Look at the tools used to test and upload your site to a web server.

**This course is \$250.00.**

**Prerequisite:** Dreamweaver, Level 2

**Please bring your textbook back from Level 1 & 2.**

**Supplies:** Please bring a 2 Gig USB drive.

Thu 8:30a - 4:30p 11/21  
Thu 8:30a - 4:30p 12/5  
Course#: 109359 (2-day course)



## Short Courses (1- & 2-Day Workshops)

### Excel 2010, Level 1

This hands-on introduction provides participants with the essentials of spreadsheet design. Begin with an in-depth look at the layout and design concepts of Excel. Create spreadsheets with text, numbers, and basic formulas. Use popular Excel functions. Copy, move, insert, and delete to speed up your work. Finish with an introduction to formatting.

**This course is \$125.00.**

**Prerequisite:** Windows, Level 1 or File Management

**Textbook Included.**

**Supplies:** Please bring a 2 Gig USB drive.

Mon 8:30a - 4:30p 8/19

Course#: 109410

Thu 8:30a - 4:30p 9/19

Course#: 109411

Mon 8:30a - 4:30p 10/7

Course#: 109333

Mon 8:30a - 4:30p 12/2

Course#: 109335

### Excel 2010, Level 2

This course begins with a thorough examination of Excel's formatting options for text and numbers. Use borders, fills and conditional formatting. Set view and print options for worksheets. Create, modify, and format charts. Finish with inserting graphics in worksheets.

**This course is \$125.00.**

**Prerequisite:** Excel, Level 1

**Please bring your textbook back from Level 1.**

**Supplies:** Please bring a 2 Gig USB drive.

Mon 8:30a - 4:30p 8/26

Course#: 109414

Thu 8:30a - 4:30p 9/26

Course#: 109415

Mon 8:30a - 4:30p 10/21

Course#: 109416

Wed 8:30a - 4:30p 12/11

Course#: 109417

### Excel 2010, Level 3

This two-day course includes techniques for linking workbooks and consolidating worksheets. Discover the benefits of naming cells and values. Learn Excel's "database" capabilities, including sorting, filtering, subtotals, tables and pivot tables. Use collaboration features: workbook sharing, worksheet protection and templates.

**This course is \$250.00.**

**Prerequisite:** Excel, Level 2

**Textbook Included.**

**Supplies:** Please bring a 2 Gig USB drive.

Tue 8:30a - 4:30p 11/12

Tue 8:30a - 4:30p 11/19

Course#: 109419 (2-day course)

### Excel 2010, Level 4

This advanced two-day course includes using logical, lookup, database and financial functions. Use what-if analysis tools and data tables. Create macros to automate tasks. Learn advanced list management techniques. Import, export and integrate Excel data.

**This course is \$250.00.**

**Prerequisite:** Excel, Level 3

**Textbook Included.**

**Supplies:** Please bring a 2 Gig USB drive.

Tue 8:30a - 4:30p 12/3

Tue 8:30a - 4:30p 12/10

Course#: 109422 (2-day course)

Please bring a 2.0 Gigabyte USB Drive with you to all of your classes. You can use these to save your work during class, and to save your student files for review at the end of the day. These drives are inexpensive and can be purchased almost anywhere.



## Short Courses (1- & 2-Day Workshops)

### Flash CS6, Level 1

Adobe Flash CS5 Professional provides a comprehensive authoring environment for creating interactive websites and digital animation. Get acquainted with the Flash environment and the unique drawing features of Flash. Learn to create and edit Flash symbols with colors and effects. Add animation to your file with tweens and motion paths. Work with 3D features and articulated motions and morphing.

**This course is \$250.00.**

**Prerequisite:** Dreamweaver, Level 1

**Textbook Included.**

**Supplies:** Please bring a 2 Gig USB drive.

Wed	8:30a - 4:30p	10/9
Wed	8:30a - 4:30p	10/16

Course#: 109342 (2-day course)

### Illustrator CS6, Level 1

This two-day course provides the basic foundation for using Adobe Illustrator CS6, a vector-based graphics application. You will learn about the workspace, the most commonly used tools, the control panel and palettes. Quickly draw shapes, curves and lines to make simple and complex selections. Effectively manage objects using multiple layers. Learn about gradients and spot, process and RGB color options. Develop impressive art work while learning how to design to current industry standards.

**This course is \$250.00.**

**Prerequisite:** Windows, Level 1 or File Management

**Textbook Included.**

**Supplies:** Please bring a 2 Gig USB drive.

Fri	8:30a - 4:30p	12/6
Fri	8:30a - 4:30p	12/13

Course#: 109349 (2-day course)

### InDesign CS6, Level 1

This two-day course will introduce the InDesign CS6 environment and how to set user preferences. Learn how to create documents; work with text, graphic frames, guides, and multiple columns; and set up master pages. Learn how to thread text, apply paragraph and character formatting, make modifications, and finalize a document for print.

**This course is \$250.00.**

**Prerequisite:** Windows, Level 1 or File Management

**Textbook Included.**

**Supplies:** Please bring a 2 Gig USB drive.

Mon	8:30a - 4:30p	10/21
Mon	8:30a - 4:30p	10/28

Course#: 109369 (2-day course)

### InDesign CS6, Level 2

Advance your InDesign skills by learning how to import files from Photoshop or Illustrator, create clipping paths, and use "text wrap." Make global changes with paragraph, character, and object styles. Customize your swatches palette, make gradients, and discover the basics of color management. Apply amazing transparency and blending effects, and learn how to create interactive documents.

**This course is \$250.00.**

**Prerequisite:** InDesign Level 1

**Please bring your textbook back from level 1**

**Supplies:** Please bring a 2 Gig USB drive.

Mon	8:30a - 4:30p	11/4
Mon	8:30a - 4:30p	11/18

Course#: 109336 (2-day course)

Check out our newest courses:  
Quickbooks and Grant Writing  
You can find them on  
pages 13 and 18.

## Short Courses (1- & 2-Day Workshops)

### JavaScript for Non-Programmers

Learn about one of the most popular JavaScript libraries available: jQuery. This is a library full of JavaScript code that allows users to add interactive features to webpages in much the same way they add CSS. Learn to manipulate CSS properties and effects and create animation, slideshows, and custom scrolling. Learn about jQuery plug-ins to create accordion panels, tabbed panels, sortable tables, and drag-and-drop behaviors.

**This course is \$250.00**

**Prerequisite:** XHTML Level 3

**Textbook Included**

**Supplies:** Please bring a 2 Gig USB drive.

Mon 8:30a - 4:30p 8/19

Mon 8:30a - 4:30p 8/26

Course#: 109437 (2-day course)

### MySQL, Level 1

Learn to create database queries using the ANSI SQL language in the MySQL database. Using Data Manipulation Language, learn various types of Select statements to pull information from the database, and then manipulate the data with Insert, Delete and Update statements. This course uses the command line interface.

**This course is \$250.00**

**Prerequisite:** Windows, Level 1 or File Management

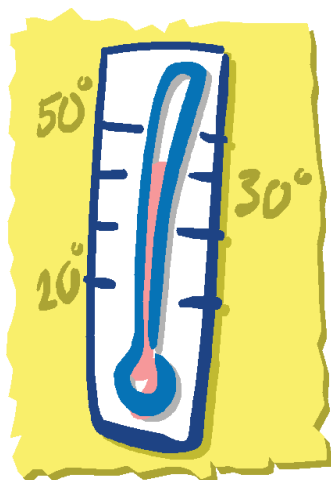
**Textbook Included.**

**Supplies:** Please bring a 2 Gig USB drive.

Tue 8:30a - 4:30p 11/12

Tue 8:30a - 4:30p 11/19

Course#: 109439



### MySQL, Level 2

This course will give students the knowledge needed to create and manipulate a database (Data Definition Language). Students will learn how to create a database and tables, and how to work with the data within those tables. Students will set up relationships between tables, use transactions and learn about the features available in MySQL 5.0. Students will also learn about ways to interface with the software.

**This course is \$250.00**

**Prerequisite:** MySQL, Level 1

**Please bring your textbook back from previous level.**

**Supplies:** Please bring a 2 Gig USB drive.

Tue 8:30a - 4:30p 12/3

Tue 8:30a - 4:30p 12/10

Course#: 109440

### PhotoShop CS6, Level 1

This two-day course will provide a foundation for using Adobe Photoshop CS5, bitmap-based graphics software. Students will become familiar with the workspace and learn uses for common tools. They will also learn how to make intricate selections with photos, use photo editing tools for such tasks as repairing worn areas and removing unwanted items, and learn about using type in design and working with layers.

**This course is \$250.00.**

**Prerequisite:** Windows, Level 1 or File Management

**Textbook Included**

**Supplies:** Please bring a 2 Gig USB drive.

Fri 8:30a - 4:30p 10/18

Fri 8:30a - 4:30p 10/25

Course#: 109351 (2-day course)

**Please Note:** Our computer labs vary in temperature – to help make your day more enjoyable, plan on wearing layers to class, such as a lightweight sweater or long-sleeved shirt.

## Short Courses (1- & 2-Day Workshops)

### PhotoShop CS6, Level 2

Add to your Photoshop skills by working with color fills, gradients, patterns, and overlays. Show or hide portions of your work using different masking techniques and learn how to create and edit paths for vector images. You will also explore higher level skills for creating image effects (warping, compositing, vanishing point, and Smart filters) and learn about some of Photoshop's automated tools, such as actions and batch processing.

**This course is \$250.00.**

**Prerequisite:** PhotoShop, Level 1

**Textbook Included**

**Supplies:** Please bring a 2 Gig USB drive.

Fri 8:30a - 4:30p 11/1

Fri 8:30a - 4:30p 11/8

Course#: 109352 (2-day course)

### Planning a Website

This course introduces different types of websites and the process of planning a website project. Through a series of hands-on activities, students will learn how to plan a web-based project and start the development process.

**This course is \$125.00**

**Prerequisite:** None

**Materials Included.**

**Supplies:** Please bring paper and pen for note taking.

Fri 8:30a - 4:30p 9/13

Course#: 109441

### Project 2010, Level 1

This level one course will introduce basic project management concepts to help you understand the process of setting up projects. You'll learn to create a task list and a work breakdown structure. You'll work with task relationships and create a project calendar; learn about project resources and how to allocate them; and learn how to sort and filter available information.

**This course is \$125.00.**

**Prerequisite:** Windows, Level 1 or File Management

**Textbook Included.**

**Supplies:** Please bring a 2 Gig USB drive.

Fri 8:30a - 4:30p 11/15

Course#: 109427

### PowerPoint 2010, Level 1

In this introductory PowerPoint course, learn how to create and deliver presentations – and how to include content from Word and Excel. Find out about slide layouts, navigation tools, themes, animation, transitions, and more. Add graphics, diagrams, word art, clip art, and sound to spice up your presentations.

**This course is \$125.00.**

**Prerequisite:** Windows, Level 1 or File Management

**Textbook Included.**

**Supplies:** Please bring a 2 Gig USB drive.

Fri 8:30a - 4:30p

8/30

Course#: 109423

### PowerPoint 2010, Level 2

In this level two course, learn more about creating PowerPoint presentations: speaker and audience notes, headers and footers, hyperlinks, and the presentation toolbar. Find out how to add multimedia tools such as sound and video and how to work with tables for data and layout. Learn to customize the slide master and themes to make the presentation reflect your organization.

**This course is \$125.00.**

**Prerequisite:** PowerPoint, Level 1

**Textbook Included.**

**Supplies:** Please bring a 2 Gig USB drive.

Fri 8:30a - 4:30p

9/6

Course#: 109425





## Short Courses (1- & 2-Day Workshops)



### Project 2010, Level 2

In this advanced course, you'll create and use templates, track schedules and resources, customize your project schedule, and create charts and reports. You'll also discover how to use the program to manage your actual project and to manage multiple projects.

**This course is \$125.00.**

**Prerequisite:** Project, Level 1

**Textbook Included;** but please bring level 1 book with you also.

**Supplies:** Please bring a 2 Gig USB drive.

Fri 8:30a - 4:30p 11/22  
Course#: 109428

### Publisher 2010, Level 1

In this introductory course, you'll learn about Publisher and how to use it to create basic and multi-page publications. You'll find out how to insert and adjust various kinds of content (including images and tables), create Master pages, and prepare publications for printing.

**This course is \$125.00.**

**Prerequisite:** Windows, Level 1 or File Management

**Textbook Included.**

**Supplies:** Please bring a 2 Gig USB drive.

Tue 8:30a - 4:30p 10/22  
Course#: 109429

**Additional Copies of Textbooks** can be purchased separately. Please see the registration office if you need an extra book. Some classes require you to bring your textbooks back, so make sure you're prepared.

### Quickbooks 2013, Level 1

Learn the basics of QuickBooks Pro 2013. This course will teach you how to set up a company, prepare invoices for your customers, track bills from your vendors, and use the banking module. You will also learn how to edit, void, and delete transactions.

**This course is \$125.00.**

**Prerequisite:** File Management

**Textbook Included.**

**Supplies:** Please bring a 2 Gig USB drive.

Tue 8:30a - 4:30p 9/10  
Course#: TBD



### Quickbooks 2013, Level 2

Learn the advanced features of Quickbooks Pro 2013. This course will teach you how to use classes to track particular groups or events within your company. You will also learn the basics of the payroll module and how to work with balance sheet accounts and setting up a budget.

**This course is \$125.00.**

**Prerequisite:** Quickbooks 2013, Level 1

**Materials Included;** please bring level 1 book with you.

**Supplies:** Please bring a 2 Gig USB drive.

Tue 8:30a - 4:30p 9/17  
Course#: TBD

## Short Courses (1- & 2-Day Workshops)

### VBA Programming in Excel

This class is designed to give experienced Excel users proficiency in creating procedures that run in response to specific events, working with control structures, developing user forms to accept or display data, validating the data entry in user forms, and debugging and handling errors in code.

**This course is \$125.00.**

**Prerequisite:** Excel, Level 4

**Textbook Included.**

**Supplies:** Please bring a 2 Gig USB drive.

Mon 8:30a - 4:30p 12/16  
Course#: 109431

### Visio Professional 2010, Level 1

Learn the basics of Microsoft's Visio business diagramming program. Work with the unique qualities of various shapes to create dynamic, professional-looking diagrams with style. Create flow charts, organizational charts, network diagrams, and brainstorming diagrams. Find out about placing, connecting, and modifying shapes; adding and modifying text in your diagram; and creating custom background pages with headers and footers.

**This course is \$125.00.**

**Prerequisite:** Windows, Level 1 or File Management

**Textbook Included.**

**Supplies:** Please bring a 2 Gig USB drive.

Mon 8:30a - 4:30p 9/9  
Course#: 109432



### Visio Professional 2010, Level 2

In this second level course, explore a variety of business diagrams and learn how to customize an object's properties and create a report. Change the properties of shapes and create custom shapes. Create technical layouts that involve scaling, adjust the diagrams scale, and calculate the area of a room. Work with outside data (Excel and websites) to create charts and reports.

**This course is \$125.00.**

**Prerequisite:** Windows, Level 1 or File Management

**Textbook Included.**

**Supplies:** Please bring a 2 Gig USB drive.

Mon 8:30a - 4:30p 9/16  
Course#: 109433

### Web Writing and Search Engine Optimization

Learn the different ways content is read on the web and how to analyze effective web content. Find out how search engines index web pages and how to edit and manipulate code to make your pages more accessible to search engines and users. You will develop an XML site map that can be submitted to a search engine.

**This course is \$250.00.**

**Prerequisite:** XHTML/HTML, Level 1

**Textbook Included.**

**Supplies:** Please bring a 2 Gig USB drive.

Fri 8:30a - 4:30p 11/1  
Fri 8:30a - 4:30p 11/8  
Course#: 109348 (2-day course)

## Short Courses (1- & 2-Day Workshops)

### Word 2010, Level 1

Get to know Word! This entry-level course provides skills used for most of today's computer programs. You'll learn to use the Word interface; create new documents; and open, edit, save, and print documents. Select text and move it around; learn formatting techniques (including Format Painter) and keyboard shortcuts. Work with proofreading tools such as AutoComplete, AutoCorrect, and Dictionaries; and learn to use navigation tools, tabs, indents, borders, page numbers, and shading.

**This course is \$125.00.**

**Prerequisite:** Windows, Level 1 or File Management

**Textbook Included.**

**Supplies:** Please bring a 2 Gig USB drive.

Fri 8:30a - 4:30p 9/27  
Course#: 109442

### Word 2010, Level 2

In this level two course, you'll learn to design, format, and use Word tables for data. You'll also learn how to create forms and how to use Word tools for images, shapes, WordArt, and SmartArt (diagrams). Class time will include working with Building Blocks, Views, and Themes, and you'll create a custom document if time permits.

**This course is \$125.00.**

**Prerequisite:** Word, Level 1

**Textbook Included.**

**Supplies:** Please bring a 2 Gig USB drive.

Fri 8:30a - 4:30p 10/11  
Course#: 109443

### Word 2010, Level 3

This level three class allows you to work with larger documents and more advanced styles. Discover the Styles panel, how to customize styles, and how to merge documents for mailings, labels, and envelopes. Find out how to outline and structure larger documents as well as how to add endnotes, footnotes, bibliography, captions, headers, and footers. You'll learn to work with multi-level lists and how to combine subdocuments to create a master document.

**This course is \$125.00.**

**Prerequisite:** Word, Level 2

**Please bring your textbooks back from previous levels.**

**Supplies:** Please bring a 2 Gig USB drive.

Fri 8:30a - 4:30p 10/18  
Course#: 109444

### Word 2010, Level 4

This final Word course includes creating a table of contents, multiple headers and footers, indexes, and cross-references. You'll get to know Word's collaborating tools for reviewing documents, editing, and adding comments, as well as how to bring multiple reviewers' input together by tracking the changes each makes. Find out how to secure and share documents and create digital signatures. Customize Word using Word Options and learn to create custom macros.

**This course is \$125.00.**

**Prerequisite:** Word, Level 3

**Please bring your textbooks back from previous levels.**

**Supplies:** Please bring a 2 Gig USB drive.

Mon 8:30a - 4:30p 10/28  
Course#: 109445

## Short Courses (1- & 2-Day Workshops)

### XHTML/HTML, Level 1

(X)HTML & CSS standards have changed several times since their inception in 1990. In this class students will learn the differences in versions (including HTML5) along with which ones are being used and where they are used. After learning the rules for using (X)HTML, students will create a simple website with text and links, then add some style to the page with HTML and cascading style sheets (CSS). Before you begin, make sure you have a good understanding of File Management.

**This course is \$250.00.**

**Prerequisite:** Windows, Level 1 or File Management

**Textbook Included.**

**Supplies: Please bring a 2 Gig USB drive.**

Tue 8:30a - 4:30p 9/10

Tue 8:30a - 4:30p 9/17

Course#: 109446 (2-day course)

### XHTML/HTML, Level 2

This second-level course on Extensible HyperText Markup Language will build upon the introductory concepts from Level 1. Advance your tag vocabulary with hyperlinks and tables; then learn about color and styling your website.

**This course is \$250.00.**

**Prerequisite:** XHTML/HTML, Level 1

**Please bring your textbook back from previous levels.**

**Supplies: Please bring a 2 Gig USB drive.**

Tue 8:30a - 4:30p 9/24

Tue 8:30a - 4:30p 10/1

Course#: 109447 (2-day course)

### XHTML/HTML, Level 3

Complete your XHTML vocabulary with creating forms, migrating HTML to current standards, validating your code, and uploading a site to a web server.

**This course is \$250.00.**

**Prerequisite:** XHTML/HTML, Level 2

**Please bring your textbook back from previous levels.**

**Supplies: Please bring a 2 Gig USB drive.**

Tue 8:30a - 4:30p 10/8

Tue 8:30a - 4:30p 10/15

Course#: 109448 (2-day course)

**Parking** is available onsite. Please make sure you park in a space that says "Permit Required" and has a yellow dot marking the space. Then retrieve a *Parking Pass* from the receptionist! Place this pass in your dashboard so that your car is not towed during the day. Don't forget to carpool if you are not the only one coming from your office!





## Short Courses (1- & 2-Day Workshops)



**Reminder:** Allow yourself a few extra minutes to arrive early for class. When you arrive, go to the front office receptionist to get a parking pass and place it on the dash of your car. All one- & two-day courses (with the exception of Notary Public) begin promptly at **8:30 a.m.!**

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### Other Short Courses

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#### Computer-Based Business Writing for the Professional

During this class you will sharpen your writing by learning specific writing principles that apply to business. These include writing situations such as e-mail, memos, business letters, reports, and workplace communications. Interactive quizzes are a key component.

**This course is \$125.00.**

**Prerequisite:** Computer-Based Grammar for the Professional

**Textbook Included.**

**Supplies:** Please bring a 2 Gig USB drive.

Fri 8:30a - 4:30p 11/15

Course#: 109322

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#### Computer-Based Grammar for the Professional

This class is for those who want to improve their grammar for the workplace. Emphasis is placed on understanding English syntax and grammar; understanding English punctuation; and understanding English style, process, and product.

**This course is \$250.00.**

**Prerequisite:** None

**Textbook Included.**

**Supplies:** Please bring a 2 Gig USB drive.

Tue 8:30a - 4:30p 10/22

Tue 8:30a - 4:30p 10/29

Course#: 109323 (2-day course)

## Short Courses (1- & 2-Day Workshops)

### Writing Effective Email

E-mail is more prevalent today than ever before. Its instantaneous nature makes it a convenient, time-saving tool for businesses. It is also more important than ever to think before we email and beware of the potential of electronic disasters. In this course we will examine potential perils of email and discuss polishing our cybermanners. We will also cover tips for writing messages that are clear and error-free. This class will also assist students in gaining the tools and methods needed to [plan, compose, revise, and] polish e-mails so that they effectively communicate the message in concise, direct language.

**This course is \$125.00.**

**Prerequisite: none**

**Textbook Included.**

**Supplies: Please bring a 2 Gig USB drive.**

Fri 8:30a - 4:30p 9/20  
Course#: 109324

*Coming In Spring 2014!*

### Spanish for the Workplace

This beginning class is for those who need to communicate with Spanish-speaking clients or co-workers in their place of work. Emphasis is on vocabulary and language usage for various workplace situations. Materials are included in the fee. To apply yourself to a waiting list, please contact Heide Rumble at 733-8358 or heide.rumble@osp.nc.gov

### Notary Public Workshops

This course covers the information you need to become a notary for the state of North Carolina. A notary for the state of North Carolina may perform any of the following notary acts: acknowledgements, oaths and affirmations, and verifications or proofs.

**This course is \$125.00.**

**Prerequisite: None**

**Textbook Included.**

**Supplies: Please bring a current photo ID to class (ex: Drivers License, Passport).**

Mon 9:00a - 4:30p 8/19  
Course#: 108418

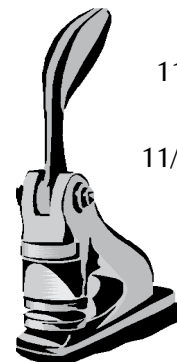
Mon 9:00a - 4:30p 9/9  
Course#: 109361

Mon 9:00a - 4:30p 9/30  
Course#: 109363

Mon 9:00a - 4:30p 10/21  
Course#: 109364

Mon 9:00a - 4:30p 11/4  
Course#: 109365

Mon 9:00a - 4:30p 11/18  
Course#: 109366



### Grant Writing Level 1

This workshop will help you develop grant writing skills that are essential for acquiring competitive funding – from government agencies or private foundations. Beginners will learn essential tools for writing winning grant proposals. Those with more experience will sharpen their skills and engage in interactive discussions about trends in grant writing and funding. The workshop covers the grants process and offers hands-on practice with each aspect, from foundation research and cultivation to the development and writing of a proposal. Find out what funders look at when considering a grant proposal, what grant compliance means, and how to find potential funders.

**This course is \$125.00.**

**Prerequisite: none**

**Textbook Included.**

**Supplies: none**



Wed 8:30a - 4:30p 10/2  
Course#: TBD

## Short Courses (1- & 2-Day Workshops)

### Other Courses offered at SPDC through Wake Tech

The following courses are going to be held at the State Personnel Development Center (101 W. Peace Street, Raleigh NC 27603). **However, to register for these classes, you must make checks payable to “WAKE TECHNICAL COMMUNITY COLLEGE.”** You may also have to purchase an additional textbook for the course, in addition to the tuition fee listed. For more information on these courses contact Ms. Ernestine Ledbetter at 866-5800



#### Divorce – North Carolina Style

This course provides a thorough exploration of the North Carolina divorce laws and requirements in simple layman's terms. Topics include divorce, separation, child custody and support, property division, and alimony. Emphasis is on filing procedures for a simple divorce action in North Carolina without the assistance of an attorney. **To register for this class, make check payable to “WAKE TECHNICAL COMMUNITY COLLEGE.”** For more information on this course contact Ms. Ernestine Ledbetter at 866-5800

**This course is \$70.00.**

**Prerequisite: None**

**No Textbook Needed**

Sat	9:00a - 4:00p	9/21
Course#: TBD		
Sat	9:00a - 4:00p	10/5
Course#: TBD		
Sat	9:00a - 4:00p	11/9
Course#: TBD		

## Essentials of Web Design — Certificate Program

The Professional Skills Program sponsors a certificate program in the **Essentials of Web Design**. This certificate is awarded to students who complete courses (1-2 days each) in the area of web design and development. Upon completion, students have a well-rounded understanding of how web sites are created and maintained.

Below are the courses of study included in the **Essentials of Web Design** certificate. You may already have completed several of these courses through the Professional Skills Program; use the “Completed” column to check off courses you’ve already taken to see how close you are to earning the Essentials of Web Design certificate. The prerequisite course for this entire certificate is **Microsoft Windows, Level 1** or equivalent knowledge. For information or course substitution questions, contact Mary Payment at 919-733-8361 or [mary.payment@osp.nc.gov](mailto:mary.payment@osp.nc.gov).

### Effective Summer 2011 (Recommended courses)

Although this would be the preferred order of classes, order of taking classes may depend on offerings, please watch the prerequisites for each class.

Courses	Days	Date Completed
Planning a Web Site	1	
Photoshop, Level 1	2	
XHTML, Level 1	2	
Web Site Graphics	1	
XHTML, Level 2	2	
Web Writing & Search Engine Optimization*	2	
XHTML, Level 3	2	
Dreamweaver, Level 1	2	
Dreamweaver, Level 2	2	
Dreamweaver, Level 3	2	
Cascading Style Sheets (CSS)	1	
Web Design Techniques	1	
JavaScript for the Non-Programmer	2	
Total Days:	22	

**Electives (choose at least 3 days worth of courses for a total of 25 days of classes):**

\*Grammar for the Workplace (highly recommended before Web Writing)

Flash Level 1; Flash Level 2; Photoshop Level 2; Photoshop for Digital Photography

Expressions Web Level 1; Expressions Web Level 2; Expressions Web Level 3; MySQL Level 1; MySQL Level 2



### Microsoft Technology Associates

Looking for a first step toward building a successful career in technology? Microsoft Technology Associate is the way to differentiate technology competency and explore academic and career options.

Microsoft and Certiport team up to bring you this entry-level credential that validates essential

technology knowledge. MTA makes it easy for schools to deliver technology education through a simple, convenient, and affordable suite of entry-level certification exams.

The MTA certification program is good for educators and students, as well as their institutions. Educators are empowered with easy-to-use Internet-based testing, students get the opportunity to earn a Microsoft certification right in the classroom, and institutions stand out as innovative technology curriculum providers.

Exams Available:

#### Developer Exams:

- Software Development Fundamentals
- Web Development Fundamentals
- Windows Development Fundamentals
- .NET Fundamentals
- HTML5 Application Developer Fundamentals
- Gaming Development Fundamentals
- Mobile Development Fundamentals

#### Database Exam:

- Database Administration Fundamentals



#### IT Professional Exams:

- Windows Server Administration Fundamentals
- Networking Fundamentals
- Security Fundamentals
- Windows Operating System Fundamentals

# Microsoft Certifications

## Computer Certifications

The Office of State Personnel/Learning and Development Division/ Professional Skills Program is a Certiport Authorized Testing Center (CATC) for Microsoft, Intuit, CompTIA, IC3 and Adobe exams. The Professional Skills Program offers the certification exams at the State Personnel Development Center (SPDC), 101 West Peace Street, Raleigh, North Carolina.

For registration information for these Certifications, please contact Betsy Knocklein at 919-733-8338.



## Microsoft Office Specialist

Microsoft Office Specialist (MOS) is the credential required by academia and business, recognized globally as the premier credential chosen by individuals seeking to validate their knowledge, skills and abilities relating to the Microsoft Office systems.

- In academia, MOS promotes success in the class room for students and instructors, and prepares students for an increasingly competitive workforce
- For business, MOS maximizes office productivity and efficiency for the organization and increases job satisfaction and heightens career achievement among employees
- In workforce development, MOS prepares and places job candidates, ensuring they possess the skills employers require

### Microsoft Office Specialist 2010

MOS 2010 continues the legacy of the Microsoft Office Specialist certification programs, the premier credential chosen by individuals seeking to validate their skills and advance their careers. The credential enables individuals to tap the full features and functionality of the Microsoft Office 2010 system, resulting in increased academic and job performance, individual differentiation and personal confidence. Exams are available for the most popular business applications:

- Microsoft® Office Word 2010
- Microsoft® Office Excel® 2010
- Microsoft® Office PowerPoint® 2010
- Microsoft® Office Access™ 2010
- Microsoft® Office Outlook® 2010
- Microsoft® Office Word 2010 Expert
- Microsoft® Office Excel® 2010 Expert

### Microsoft Office Specialist 2007

The Microsoft Office Specialist 2007 credential validates skills in the 2007 Microsoft Office system, as well as in the Windows Vista® operating system. Exams are available for the most popular business applications:

- Using Microsoft® Office Word 2007
- Using Microsoft® Office Excel® 2007
- Using Microsoft® Office PowerPoint® 2007
- Using Microsoft® Office Access™ 2007
- Using Microsoft® Office Outlook® 2007
- Windows Vista® for the Business Worker
- Using Microsoft® Office Word 2007 Expert
- Using Microsoft® Office Excel® 2007 Expert

# Microsoft

## Office Specialist

# Microsoft Certifications

## Microsoft Office Specialist

Microsoft Office Specialist is the official Microsoft Office certification for desktop productivity. The Microsoft Office Specialist certification program provides candidates with three levels of certification to meet the need for varying skill levels and to refine the assessment of skills and properly allocate resources:

Microsoft Office Specialist (core) certification proves a person's ability and general knowledge of Microsoft Office applications. As a general rule of thumb, Specialists can handle a wide range of everyday tasks with ease. You can earn Specialist level certification in Access, Excel, Outlook, PowerPoint, or Word.

Microsoft Office Expert certification verifies a person's skills using advanced functions on the Microsoft Office family of products. Experts are expected to do everyday tasks, plus handle more complex assignments that require advanced formatting and functionality. You can earn Expert level certification in either Word or Excel (or both).

## Microsoft Office Master Certification

The Microsoft Office Master recognition is attained by passing the following Microsoft Office Specialist exams in 2007 or 2010:

### Required (all)

- Word Expert
- Excel® Expert
- PowerPoint®

### Elective (choose 1)

- Outlook®

—or—

- Access®

Exams are \$90 for 2007 or 2010; all exam vouchers purchased from us come with a retake exam. If you have an exam voucher from another provider, the proctoring fee is \$10.

If you already have an exam voucher, either free or pre-paid, we will be happy to administer your exam for a \$10 proctor fee. Please make sure that you bring your voucher number with you when you come to test. To schedule your appointment, please contact Betsy Knocklein at [betsy.knocklein@osp.nc.gov](mailto:betsy.knocklein@osp.nc.gov)

## Other Certifications



### IC3 Certification

IC<sup>3</sup> certification proves to the world that you're properly equipped with the knowledge and skills required to effectively use computer hardware, software, networks, and the Internet, making you stand out from the competition.

The IC<sup>3</sup> certification program covers a broad range of computing knowledge and skills that proves competency in the areas described below. Individuals seeking IC<sup>3</sup> certification are required to take and pass all three IC<sup>3</sup> exams: Computing Fundamentals, Key Applications, and Living Online.

Exams available in these versions:

- IC3 2005 Standards
- IC3 2007 Standards

Purchase all three exams together — \$80

### Intuit QuickBooks Certification

Bookkeeping in the 21st Century requires more than knowledge of GAAP principles or an eye for detail—students need relevant computing skills. Intuit® QuickBooks, the industry leader in managerial accounting software for small business, provides an easy-to-understand platform for students to grasp accounting concepts while honing skills in the most prevalent bookkeeping application in small business today. Students can validate their QuickBooks knowledge by becoming an Intuit QuickBooks Certified User (QBCU).

Exams:

QuickBooks 2012

QuickBooks 2013



### The CompTIA Strata IT

The CompTIA Strata IT Fundamentals certificate program offers individuals



a broad introduction to computing technology and serves as a critical stepping stone to advanced technical learning and IT skills. The exam measures an individual's knowledge of basic IT terminology and skills, such as setting up a basic PC work station, installing software, identifying compatibility issues and recognizing and preventing basic security risks. For years, both Certiport and CompTIA have been working in parallel in the IT careers industry. Coming together to align individual capabilities with organizational needs, this program will benefit students and those transitioning to new careers, as well as organizations catering to this fast growing market segment

Exam: CompTIA Strata IT Fundamentals



### Administrative Professional Certificate Program (APCP)

*Offered through the Office of State Personnel/Employee & Organizational Development and the Professional Skills Program*

Contact: Betsy Knocklein at (919) 733-8338

This certificate program is an intense 22-week study that provides skills necessary to increase competence as an administrative assistant. Topics include communication skills, managing records, working ethically, managing and organizing, written communications, meetings, and events, introductory skills in Microsoft Word, Excel, & PowerPoint, and many other topics. This course will meet January – June, 2014. Registration will begin October 2013. Please check this website for more details: <http://www.osp.state.nc.us/Develop/HRD/cert/apcp/apcpindex.html>

**Prerequisites:** Typing speed of 35 words per minute (minimum) and a strong background in Microsoft Windows.



# Adobe Certifications



## Adobe Certified Associate

Employment using digital communications skills is growing worldwide. Whether it's a career in graphic design, Web marketing, video production, or more, becoming an Adobe Certified Associate will help give you the inside track to work in these exciting new fields. Demonstrate your expertise in today's most popular Web design and multi-media applications from Adobe.

- **Web communications using Adobe Dreamweaver**  
Dreamweaver is the industry leading web development tool, enabling users to efficiently design, develop and maintain standards-based web sites and applications.  
With Dreamweaver, you can go from start to finish, creating and maintaining basic web sites to advanced applications that support best practices and the latest technologies.
- **Rich Media Communication using Adobe Flash**  
Flash is the industry standard for creating and delivering effective rich interactive content across desktops and devices. Flash enables users to integrate animation, video, text, audio and graphics into engaging user experiences that span a wide variety of digital devices, from desktops to mobile phones.
- **Visual Communication using Adobe Photoshop**  
Photoshop is the industry standard for the utmost creative control in image editing and compositing. You can apply filters nondestructively, manage and correct color more easily, convert color images to rich black-and-white with one click, and retouch images with more powerful cloning and healing tools.
- **Video Communication using Adobe Premiere Pro**  
Premiere is an industry leader in video production and editing whose powerful playback engine allows the creation and delivery of visual communications to be faster than ever before. Work in Adobe® Premiere® Pro to import, organize, and edit video clips. With Adobe® Premiere® Pro, users can manage effects, text, sound, or shapes in a video sequence to produce and export communications that dazzle and engage audiences.
- **Visual Communication using Adobe® Illustrator® (CS6)**  
Adobe® Illustrator® software is the industry's premier vector-drawing environment for creating scalable graphics. Workers are able to bring their unique vision to life with shapes, color, effects, and typography by using a host of powerful functions to make fast work of their most complex designs.
- **Visual Communication using Adobe® Illustrator® (CS6)**  
With Adobe® Certified Associate (ACA) certification, students turn those dreams into action. And as educators offer an industry-recognized certification pathway as part of their curriculum, they provide yet another opportunity for students to more fully develop the workforce skills and software proficiency needed to succeed in higher education and on the job.

The Adobe Certified Associate certifications are offered for the following versions:

- Adobe CS5
- Adobe CS6

Exam costs for Adobe Exams are \$90, this includes retake option

## Online Learning Opportunities



The Professional Skills Program is offering online access to the Skillsoft library of courses. Pricing is \$50 per course for a one-year access.

### Categories Include:

- IT Skills Courseware
  - Web Development Technologies
  - Software Development
  - Operating Systems & Server Technologies
  - Internet & Network Technologies
  - Enterprise Database Systems
  - Enterprise Resources Planning Systems
  - Web Design
  - Business Skills for the IT Professional
  - Project Effectiveness (Includes Project Management)
- Desktop Skills Courseware
  - Desktop Computer Skills
    - Adobe
    - Best Practices
    - MS Office 2003 – 2010
    - MS Office 11 for Mac
    - Windows XP – 7
    - Home User: Finance
    - Lotus Notes 7 & 8
    - Internet Explorer 6 – 8
    - Seagate Crystal Reports
- Business Skills Courseware
  - Business Strategy & Operations (Includes Six Sigma)
  - Finance, Human Resources & Administration
  - Management & Leadership
  - Professional Effectiveness
  - Project Effectiveness (Includes Project Management)
  - Sales & Customer Facing Skills
- Environmental, Safety & Health And Transportation Courseware
  - Environmental
  - Safety & Health
  - Transportation
  - Fundamentals
  - Security
  - Walking-Working Surfaces
- Legal Compliance Courseware
  - HR Compliance
  - Harassment
  - HIPAA

Courses under these categories are \$50 each per course. For more details about what is covered under these categories, visit skillsoft's course catalog at <http://www.skillsoft.com/catalog/default.asp>  
To enroll, please contact [heide.rumble@osp.nc.gov](mailto:heide.rumble@osp.nc.gov) for information on how to enroll.

# Course Registration Form Fall 2013

## Student Information

Please Print

NAME: \_\_\_\_\_

SOCIAL SEC. # (last 4 digits): \_\_\_\_\_

Employer : \_\_\_\_\_

Division : \_\_\_\_\_

TELEPHONE (WORK): \_\_\_\_\_

TELEPHONE (HOME): \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

\_\_\_\_\_

E-mail Address: \_\_\_\_\_

\_\_\_\_\_

## Method of Payment

FIN: 56-113095714

Individuals: Check Payable to Office of State Personnel

Check Number: \_\_\_\_\_

State Employees: Authorization to Invoice Department

P. O. Information (Contact Person, email &amp; phone)

\_\_\_\_\_

\_\_\_\_\_

Budget Code: \_\_\_\_\_

P. O. #: \_\_\_\_\_

Misc.: \_\_\_\_\_

Supervisor Approval (sign): \_\_\_\_\_

\_\_\_\_\_

Departmental Coordinator (sign\*): \_\_\_\_\_

\_\_\_\_\_

Division Approval: \_\_\_\_\_

Course Code  
(Example: 850999)

Course Title & Date  
(Example: Excel 2007, Level 1 - 5/01/12)

Course Fee  
(Example: \$100)

1.	
2.	
3.	
4.	

TOTAL AMOUNT DUE:

### \*Please Read and Sign Below

1. Make checks payable to the Office of State Personnel or provide P. O. # and authorization signatures.
2. Mail or deliver the registration form & check to: Professional Skills Program, OSP-HRD, Mailing Address: 1333 Mail Service Center, Raleigh, NC 27699-1333. Physical Location: 101 West Peace Street, Raleigh, NC 27603. Our fax number is (919) 733-8359. Or email it to [betsy.knocklein@osp.nc.gov](mailto:betsy.knocklein@osp.nc.gov). In need of a W-9? Email [heide.rumble@osp.nc.gov](mailto:heide.rumble@osp.nc.gov)
3. *Substitutions/Cancellation/Refund Policies:* You may cancel your registration in writing (or email) up to 10 business days before the course begins, and your registration fee will be refunded **less a \$15 administrative fee**. If you need to cancel less than 10 business days prior to the course start date, you may send a substitute. Your training coordinator must email your cancellation by the 10 business day mark. Please note that if you are 30 minutes late to class, you will not be admitted. If you arrive late or leave early, you will not receive a "certificate of completion." For more information on this, please call 919-733-8338.

I understand and accept the Professional Skills Program registration policies as outlined.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please advise if classroom assistance or specific accommodations are required for:

Interpreter ☐ Wheelchair ☐ Other ☐



## Contact Information:

Program Coordinator: Betsy Knocklein  
betsy.knocklein@osp.nc.gov  
919-733-5696

Registration Coordinator: Dianne Woodby  
919-733-8338

Billing Coordinator: Heide Rumble  
heide.rumble@osp.nc.gov  
919-733-8358

Webmaster: Mary Payment  
mary.payment@osp.nc.gov  
919-733-8361

Main Contact (Receptionist): 919-733-2474

Mailing Address: 1333 Mail Service Center  
Raleigh NC 27699-1333

Physical Address: 101 West Peace Street  
Raleigh, NC 27603

Need Directions? Visit us at:  
<http://www.osp.state.nc.us/Develop/HRD/location/location.html>

